



*Embassy of the United States of America  
Tokyo, Japan*

**PRE-SOLICITATION NOTICE**

Date: December 13, 2019

Document Type: Pre-solicitation Notice

Request for Quotations Number: 19JA80-20-Q-0240

Classification Code: R – Professional, Administrative and Management Support Services

NAICS Code: 541820 – Public Relations Agencies

Contracting Office Address: U.S. Embassy Tokyo, Procurement / Contract Unit,  
1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, Japan

Point of Contact: Masao Chuma; [ChumaMX@state.gov](mailto:ChumaMX@state.gov); TEL: 03-3224-5752;  
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Subject: Create YouTube Video for U.S. Product Promotion

Opening and Closing Dates: To be announced

Description: Please note that this solicitation (Request for Quotations) is not ready to be issued as of this date. The U.S. Embassy Tokyo will launch the solicitation on the Embassy's website when it is available. (<https://jp.usembassy.gov/embassy-consulates/business-opportunities/>)

The U.S. Embassy Tokyo requires a contractor to perform creating YouTube Video for U.S. products promotion in Japan. All responsible sources may submit a quote, which will be considered.

All Contractors have to be registered in the SAM (System for Award Management) Database at <https://www.sam.gov> prior to contract award, pursuant to FAR provision 52.204-7. Therefore prospective quoters are encouraged to register prior to the submittal of quotations.

Place of Contract Performance: Tokyo, Japan